

## **ANNOUNCEMENT NUMBER: 09-012**

**OPEN TO:** All Interested Candidates (American Citizen)

**POSITION:** Office Management Specialist FSN-6/ FP-08\*

**OPENING DATE:** September 14, 2009

**CLOSING DATE:** October 16, 2009

**WORK HOURS:** Part-time; 30 hours/week

**SALARY:** \*Not-Ordinarily Resident: US\$30,231 p.a. (Starting salary)  
(Position Grade: FP-08 to be confirmed by Washington)  
\*Ordinarily Resident: US\$ 23,000.00 p.a. (Starting salary)  
(Position Grade: FSN-6)

**SECURITY CLEARANCE:** This position requires a Secret Level Clearance

**LENGTH OF HIRE:** Permanent

The U.S. Embassy in Luanda is seeking an American Citizen for the position of Office Management Specialist in the Regional Security Office of Embassy Luanda.

### **BASIC FUNCTION OF POSITION**

Under direct supervision of RSO incumbent organize the RSO office, to include all paperwork, files, and schedules for the RSO and ARSO. Organize and maintain inventory lists of all equipment, and ensure that the office is stocked with supplies in order to function properly. Organize and disseminate to the Marines and local guards all requests for access to the Chancery. Serve as timekeeper for three Angolan employees. Make and maintain a database of all employees, to include local guards and domestic staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 222641161 or 222641284.

### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **REQUIRED EDUCATION:** Completion of secondary school is required.
2. **REQUIRED WORK EXPERIENCE:** Two years of progressively responsible administrative, secretarial, or clerical experience is required.
3. **REQUIRED LANGUAGES:** Level V English spoken and written are required.
4. **REQUIRED JOB KNOWLEDGE:** Requires knowledge of and ability to research the Foreign Affairs Manual pertaining to security and the Bureau of Diplomatic Security's Instructions and Procedures is required.

5. **REQUIRED TECHNICAL KNOWLEDGE:** Good keyboarding skills are required. Skills working with more statistical data is required.
6. **OTHER REQUIRED SKILLS/ABILITIES:** Must be able to use software programs including Excel, Word, and Access is required.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed US Citizen AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Administrative Officer  
American Embassy Luanda  
Attention: Margaret Hartley  
Av Presidente Houari Boumediene, No. 32, Luanda

## **POINT OF CONTACT**

Human Resources Office  
Attention: Olga Campos  
Telephone: 222641161  
FAX: 222641232

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: October 16, 2009**

The US Mission in Angola provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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Margaret Hartley  
Management Officer